

SAN JOAQUIN COUNTY

JOB CODE: RH0221-0908-01

EMERGENCY MEDICAL SERVICES



Regional Disaster Medical Health Specialist

The San Joaquin County Emergency Medical Services Agency is seeking a Regional Disaster Medical Health Specialist to facilitate coordination between various local, regional, and state agencies that provide emergency medical and disaster services to Regional IV Multi-Casualty Incident Plan and Medical Health Mutual Aid System.

Compensation

San Joaquin County offers competitive wages and a strong benefit package which include the following:

Annual Base Salary:

\$54,579- \$66,352

Effective the first full pay period in December 2008, all bargaining unit employees shall receive a 3.0% equity adjustment.

Benefits

1937 Act retirement plan with reciprocity with CALPERS

A 457(b) deferred compensation plan

12 days sick leave annually with unlimited accumulation

15 days of vacation leave (20 days after 10 years, and 23 days after 20 years)

14 holidays per year

Educational Reimbursement Program

San Joaquin County is an Equal Opportunity Employer

Typical duties include

- ◆ Coordinates, develops and implements regional disaster medical-health related response, operations and recovery plans for Region IV; updates and revises plans necessary to meet changes in laws and regulations.
- ◆ Prepares and conducts exercises to test mutual aid plans and procedures with operational area participants; designs and conducts tests of state, regional, and local coordination of emergency plans.
- ◆ Coordinates medical-health mutual aid response in support of other state regions and within county jurisdiction, as directed.
- ◆ Prepares narrative and statistical reports and correspondence in response to local, regional and state authorities.
- ◆ Provides advice and assistance to counties in implementing regional disaster and/or emergency plans, policies, and procedures; may provide training as directed.
- ◆ Reviews, interprets, and implements current, revised, or new local, regional, and/or state regulations, policies, and procedures.
- ◆ Attends conference and meetings to represent local, regional, and state emergency health needs; plans, organizes, and conducts meetings with representatives from Region IV counties.





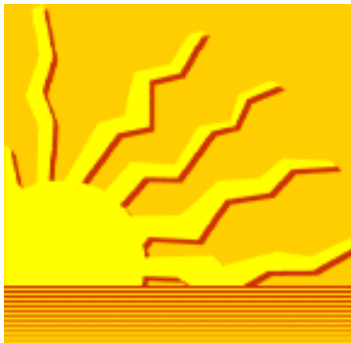
MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with major in public administration, business administration, health care administration, or a closely related field.

Experience: One year administrative experience in emergency medical services systems and programs.

Substitution: Additional direct administrative experience in emergency medical services systems and programs may substitute for the education on a year for year basis to a maximum of two years.

Licenses: Possession of a valid California driver's license.



To learn more about San Joaquin County, please visit our website:
www.sjgov.org

Emergency Medical Services Agency About the Department

The Board of Supervisors created the San Joaquin County EMS Agency under authority of the California EMS Act to plan, implement, and evaluate the emergency medical services system, consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures.

The EMS Agency provides medical control of the EMS system and serves as the lead on all Continuous Quality Improvement (CQI) activities throughout the EMS system. The EMS Agency approves dispatch, provider and hospital CQI programs, leading peer-to-peer CQI activities, manages individual and provider performance improvement plans and investigates citizen complaints, unusual occurrences, and EMS personnel formal investigations.

The EMS Agency maintains an on-call EMS Duty Officer 24 hours a day/ seven days a week to respond to mutual aid requests; coordinate disaster medical operations and to assist hospitals and providers in managing the EMS system. The on-call EMS Duty Officer also serves as the medical health operational area coordinator designee under the direction of the EMS Administrator.

Mission Statement

The San Joaquin County EMS Agency's mission is to ensure the efficient and effective delivery of emergency medical services and disaster response for the citizens and visitors of San Joaquin County.

To learn more about San Joaquin County Emergency Medical Services Agency, visit:
www.sjgov.org/ems

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division by 5:00pm on October 24, 2008. Applications materials may be obtained from and submitted to:

San Joaquin County Human Resources
24 S. Hunter Street., Room 106
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

Or apply on-line at: www.sjgov.org/hr

All Application materials will be reviewed and to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top three ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit:
www.sjgov.org/hr



SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit one page per question. If no experience, please write "none". When answering descriptions of your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.

1. Describe your education related to this position. Include degrees, courses of study and certificates.
2. Describe in detail, your direct administrative experience in emergency medical services systems and programs.
3. Describe your experience in preparing narrative and statistical reports and correspondence in response to local, regional and state authorities.
4. Describe your experience in providing advice and assistance to counties in implementing regional disaster and/or emergency plans, policies, and procedures.
5. Describe your experience in planning, designing and conducting mutual aid emergency exercises.
6. Describe how you utilize computers and office automation equipment in your work.